



CITY OF BURLINGTON

City Clerk

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CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, October 3, 2017

1. **Call to Order - Roll Call**

Council President Alderman Jon Schultz called the meeting to order at 6:30 p.m. starting with Roll Call. Present: Susan Kott, Ed Johnson, Bob Grandi, Ruth Dawidziak, Jon Schultz, Tom Preusker, Todd Bauman. Excused: Mayor Hefty, Tom Vos.

Also present: City Administrator Carina Walters, City Attorney John Bjelajac, Director of Administrative Services Megan Watkins, Director of Finance Steve DeQuaker, Police Chief Mark Anderson, Building Inspector Gregory Guidry, Library Director Joe Davies, and Gregory Governatori of Kapur & Associates.

2. **Citizen Comments**

Jeffrey Thieding, E5294 Ohio Road, Loganville, WI 53943, stated that he has obtained a Direct Seller's Permit and would be in the area soliciting business for his Rapid Guard Flood Barrier System.

3. **Approval of Minutes**

A motion was made by Alderman Preusker, with a second by Alderman Dawidziak to approve the September 19, 2017 Committee of the Whole meeting minutes. With all in favor, the motion carried.

A. Approval of the September 19, 2017 Committee of the Whole Minutes.

4. **DISCUSSION:**

A. **Discussion regarding possible Assessor Services and future contract for the City of Burlington.**

DeQuaker reviewed the City's background history with assessor services stating that the five-year agreement with Accurate is about to expire and that Council would need to decide if the City should move forward with a renewal agreement with Accurate or if they should go out to RFP for assessor services. DeQuaker further stated that the agreement with Accurate was a \$225,500 five-year contract, which included a one-year market adjustment the first year, with four consecutive years of 25% walkthroughs throughout the City, which has been fully completed. DeQuaker stated that Accurate has submitted a four-year contract renewal quote with two options: The first option is to value the City for 4 years with no walkthroughs; the second option would be to do physical inspections for specific properties for 4 years, which would include new construction, sales, and major permits over \$15,000. DeQuaker added that the cost of these two options is \$136,800 for option 1 and \$151,200 for option 2, which is a reduction in assessor services per current expenditure. DeQuaker then introduced Wayne Koehler with Accurate Appraisal.

Alderman Preusker commented that he had received some negative feedback in regards to the walkthroughs, stating that people weren't comfortable with verbiage in the mailing which stated

residents who didn't allow the assessor to do a walkthrough, may not be able to contest their assessment at Open Book or Board of Review, and that when the assessor did come to the house, the house was barely looked at. Koehler responded that the Assessors are just making sure that the existing data is still current; however with new construction and major remodels, it becomes more crucial to complete a thorough walk-thru to obtain necessary data.

Alderman Grandi stated that he felt the communication sent out to the public was well documented and wanted to know how successful the response rate was. Koehler responded that there was about a 70% response rate and that not all people will respond. Koehler added that they also rely heavily on the building inspector and permit records when completing their assessments.

Alderman Johnson inquired about the state statute regarding walkthroughs and contesting assessments. Koehler responded that the new state statute that just went into effect this year, states that if a resident refuses a walkthrough, they can still contest their valuation, a walkthrough is not mandatory; however without a walkthrough, it will be more difficult to obtain accurate data.

Alderman Schultz asked when the next full revaluation would happen again. Koehler responded that a full City revaluation should be scheduled again in 8 to 10 years.

5. **RESOLUTIONS:** There were none.

6. **ORDINANCES:** There were none.

7. **MOTIONS:**

A. **Motion 17-883** - Approval of a Stipulation Agreement and acceptance of the revised permit with the Wisconsin Department of Natural Resources.

President Schultz introduced Motion 17-883. Attorney Bjelajac reviewed the background and explained that this settlement agreement modifies the City's Wisconsin Pollution Discharge Elimination System (WPDES) permit to allow more time to study the phosphorus issues and preserve our right to file a contested case when the next permit is issued by the DNR and in return for preserving our right, the City is required to complete several analyses. Bjelajac recommended approval of this revised permit.

8. **Adjourn**

A motion was made by Alderman Bauman, with a second by Alderman Dawidziak to adjourn the meeting. With all in favor, the meeting adjourned at 6:49 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington